

## CLEMSON UNIVERSITY STAFF SENATE

### October 13, 2015, 10:30 AM, Madren Conference Center

### Minutes

**Members Present:** Roberta Balliet, Mac Bevill, Matt Bundrick, Laura Clay, Leslie Doss, Dan Hofmann, Jessica Holbrooks, Julie Jones, Jeff Kallin, Jan Lay, Jeff Leyh, Julia Lusk (conference call), Rusty McDonald, Amanda Menefee, Aubrey Miller, Herb Parham, Janeen Putman, Bindu Rangaraju (conference call), Sarah Reeves, Lavonne Sloop, Rebecca Trutwin, Terri Vaughan, Michelle Voyles, Hagan Walker (conference call), Tom Warnock, Tina White, and Deveraux Williams (conference call)

**Members Absent:** Phillip Addington, Kelli Blankenship, Leigh Dodson, Billy Edwards, Shelly Geer, Debra Goss, Wendy Howard, Adam Hunter, Rhonda Powell, Andy Riggins, Tom Taylor, Joey Thames, and Erin Thomas

**Guests:** Josh Brown (HR), Joseph Byrnes (HR), Tom Ward, Jackie Todd, and Jamal Williams (SDP)

1. **Approval of Minutes:** Roberta Balliet moved to approve the minutes from the September 8, 2015 Staff Senate meeting as written. Tom Warnock seconded the motion and the vote was unanimous. The minutes were approved.
2. **President's Reports**
  - A. **Board of Trustees** – The Board's Fall Quarterly meeting was in Clemson on October 8-9. Tina White shared a report with the Board on behalf of the Senate (Attachment).
  - B. **Other:**
    1. **Human Resources, Jim Kerr.**
      - Hiring Process Improvements – HR has implemented a number of improvements to the hiring process, including but not limited to: a web-based system to request and approve job posting requests, real-time status for current transactions, budget confirmation being received prior to the start of the hiring process, 2 levels of supervision being able to approve hiring decisions, email notifications of approval requests and reminder and escalations, offer letters being created and approved and then accepted via PeopleSoft, and faculty being able to apply for jobs through PeopleSoft.
      - PeopleSoft 9.2 Upgrade – Upgrades to the PeopleSoft system have allowed Clemson the capability to: compete with top research universities, create a standardized hiring process via online applications for all employees, leverage system efficiencies and improve the hiring experience, and eliminate need for paper forms throughout the hiring process. Some expected changes and/or outcomes are as follows: applicants receiving frequent status updates via a user-friendly format, interviews being scheduled through PeopleSoft with Outlook invitations being generated for interview times, and a user-friendly format for all employees to view their paycheck.
    2. **Legislative Update, Matt Bundrick.** No report.
3. **Treasurer's Report, Julie Jones.** Funds remaining in the operating budget as of October 9<sup>th</sup> are (a) Vending: \$7,025.19; (b) Staff Senate funds: \$3,356.22; (c) Travel: \$23.76; (d) SDP: \$8,043.12
4. **Committee Reports**
  - A. **Standing Committees**
    1. **Activities, Roberta Balliet.** The Staff Senate pledged to raise \$1,800 to support 10 kids this coming school year through the Backpack Program. The goal was exceeded with a final count of \$1,861. Next month's Staff Senate meeting will be held at the CU Planetarium. The committee met today to research food bank options on campus for students and/or employees.

**CLEMSON UNIVERSITY STAFF SENATE**  
**October 13, 2015, 10:30 AM, Madren Conference Center**

**Agenda**

- 1. Approval of Minutes**
- 2. Open Commentary**
- 3. President's Reports**
  - A. Board of Trustees** – The Board's Fall Quarterly meeting was in Clemson on October 8-9. Tina White shared a report with the Board on behalf of the Senate (attachment).
  - B. Other:**
    - 1. Human Resources**, Jim Kerr.
      - Hiring Process Improvements
      - PeopleSoft 9.2 Upgrade
    - 2. Legislative Update**, Matt Bundrick.
- 4. Treasurer's Report**, Julie Jones. Funds remaining in the operating budget as of October 9<sup>th</sup> are (a) Vending: \$7,025.19; (b) Staff Senate funds: \$3,356.22; (c) Travel: \$23.76; (d) SDP: \$8,043.12
- 5. Committee Reports**
  - A. Standing Committees**
    - 1. Activities**, Roberta Balliet. The Staff Senate pledged to raise \$1,800 to support 10 kids this coming school year through the Backpack Program. The goal was exceeded.
    - 2. Communications**, Jeff Leyh.
    - 3. Membership**, Deveraux Williams. Attendance records were reviewed during the monthly meeting.
    - 4. Policy and Welfare**, Terri Vaughan.
    - 5. Scholarship**, Leslie Doss and Erin Thomas.
  - B. University Committees**
- 6. Unfinished Business**
- 7. New Business**
  - A. Staff Senate Open Forum** – Staff members are encouraged to attend the forum to share their thoughts, suggestions, or concerns with the Staff Senate. Information gathered will be compiled and summarized before sharing with the administration. The forum is Tuesday, October 20<sup>th</sup> at 11:30 a.m., Self Auditorium, Strom Thurmond Institute.
- 8. Announcements**
  - A. Benefits Fair** – The Benefits Fair is Thursday, October 15<sup>th</sup>, 9 a.m. to 1 p.m., Fike Recreation Center. The theme this year is Balance = The Key to Health, Wealth and Happiness.
  - B. November 10<sup>th</sup> Staff Senate meeting** – The meeting will be held at the Clemson University Planetarium. A short meeting will occur first in the theatre—about 15 minutes. The show will be about 45 minutes. The planetarium is located in 112 Kinard Laboratory of Physics. It seats up to 40. Thanks to Activities for planning this event for the Senate.
- 9. Adjournment**

**Next Meeting:** Tuesday, November 10, 2015, 10:30 a.m., 112 Kinard

2. **Communications**, Jeff Leyh. The committee asked that Senators tweet/share information on the upcoming Open Forum.
  3. **Membership**, Deveraux Williams. Attendance records were reviewed during the monthly meeting.
  4. **Policy and Welfare**, Terri Vaughan. The committee will hold their monthly meeting during the Open Forum on October 20<sup>th</sup>.
  5. **Scholarship**, Leslie Doss and Erin Thomas. The committee will meet on November 3<sup>rd</sup> to plan the April 8<sup>th</sup> event.
  - B. **University Committees**: No report.
5. **Unfinished Business**: None.
6. **New Business**
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8. **Adjournment**: There being no further business to discuss, the meeting adjourned at 11:26 a.m.

**Next Meeting**: Tuesday, November 10, 2015, 10:30 a.m., 112 Kinard Laboratory of Physics

### **Staff Development Program**

The Clemson University Staff Development Program is beginning its 6th year with a new class of 25 enthusiastic participants. We would like to share with you the 2013-14 SDP Impact Report regarding post-program assessment. As a leadership body here at Clemson University, we aim to share some of the results that have stemmed from staff development (attachment).

The SDP is a performance-based, peer-reviewed, and volunteer-operated program that offers Clemson University staff an opportunity to grow professionally and personally by voluntarily participating in various professional development and relevant service activities. Annual progress evaluations, year-end and supervisor's surveys are administered to help program administrators determine the usefulness and impact of the program and assist in the accountability process.

### **Collaboration**

The Staff Senate and Faculty Senate executive committees held their annual joint meeting on September 8. This annual meeting is held during the fall semester and is used to gauge common interests, issues, and resolutions between the staff and faculty constituencies. Topics discussed were: reorganization of colleges, family-friendly policies, dual employment/spousal hires, tuition assistance issues, and campus climate.

The Staff and Faculty Senates plan to meet with the leadership of the Graduate and Undergraduate Student Senates in January in order to collaborate on an even more institutionally wide scale.

### **Partnerships**

The July 28<sup>th</sup> Blood Drive in partnership with Clemson Home and the Blood Connection was a huge success! The Staff Senate's blood donation goals were not only met, but were exceeded over initial expectations. This is particularly important during the summer months when the demand for donated blood is high but the number of donations is low.

The Staff Senate is also partnering up with the Sullivan Center and their CU4Health program which provides employees/retirees enrolled in the state health plan with many benefits including comprehensive physical exams, pre and post assessment counseling, blood work, and access to online health management tools. The Senate

has made efforts to bring these benefits to off-campus employees of Clemson University that don't normally get to appreciate the same benefits that we on the main campus do. Representatives from the Sullivan Center were able to, thanks to Senate sponsorship, travel to Edisto REC and the Sandhill REC areas in order to provide a large number of off-campus employees with comprehensive health screenings. This off-campus effort was the first of its kind and was very well received/appreciated by the employees who were able to take part.

The Senate is also partnering up yet again with the City of Clemson and Helping Hands to put on the "2<sup>nd</sup> annual" Clemson Z-Run at Nettles park. The event will be similar to last year with the exception of a 10 a.m. start time (pre-race registration and party begin around 8 a.m.) on Saturday, November 14. Proceeds will again benefit Helping Hands and the CU Staff Senate Scholarship fund!

### **Outreach**

Staff Senate is sponsoring a backpack food drive via the Golden Harvest Food Bank, an organization we have collaborated with in the recent past to give back to community members in need. However, this time we are raising funds online in order to sponsor backpacks filled with easy-to-open food for impoverished youth, specifically for the weekends during which free lunch is not provided. We set out with the goal of \$1,800 to sponsor 10 kids over the period of 1 year, and that goal was met thanks to the generous donations of numerous individuals and/or groups around campus and the community!

### **Campus Involvement/Education**

We currently have plans to hold a handful of upcoming Staff Senate meetings around lesser-known and interesting locations across Clemson's campus, starting with our first experimental Senate meeting being held at the CU Planetarium on Tuesday, November 10, located at 112 Kinard Laboratory. The idea behind this is to immerse the staff behind the Senate with new areas of the campus, to not only show them areas of our campus that they might have never seen but to also educate them in other areas of our University.

### **Staff Accomplishments**

Clemson University is made up of some of the best employees in the country. I would like to give you one example. Clemson Staffer Emily Clarke, an administrative assistant in the English department, was recently honored with the Greenville News 2015 award for "Best Local Visual Artist" which is a part of the newspaper's annual "Best of the Upstate" series. She has been with Clemson since 2013. We are so

proud that the folks outside of Clemson recognize the wonderful accomplishments of our staff. Emily will be a shining star for years to come.

Submitted by: Tina White, Staff Senate President

[www.clemson.edu/staffsenate](http://www.clemson.edu/staffsenate)



## Clemson University Staff Development Program Impact 2013-14



### What is the SDP?

The Clemson University Staff Development Program (SDP) offers Clemson University staff an opportunity to grow professionally and personally by participating in employment-related education and training, campus and community service, and activities of personal interest.

### SDP Value to Participants

SDP participants were asked to rate their satisfaction with the program, the value of the program, offer suggestions for program improvement, and give reflections on any substantive impacts of the program. Twenty-three staff members graduated from the SDP in 2013-14 and 20 graduates responded to the survey.

What 2013-14 graduates said about the SDP:

*"It opened up professional doors for me..."*

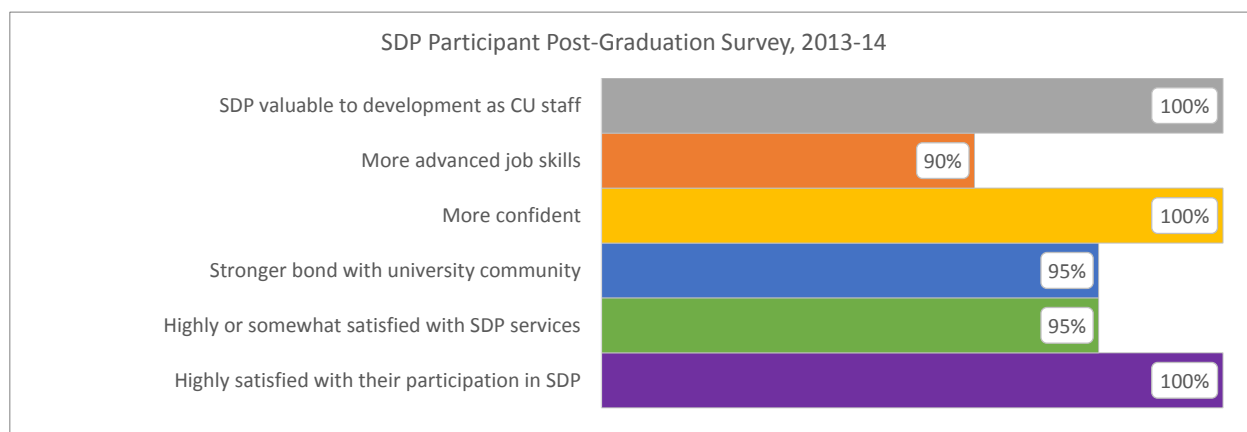
*"[SDP] forced me to do some of the professional development I have needed and wanted to do..."*

*"The program was very helpful in teaching us how to interact with other people in more collaborative ways..."*

*"Through service I developed a hobby that I love..."*

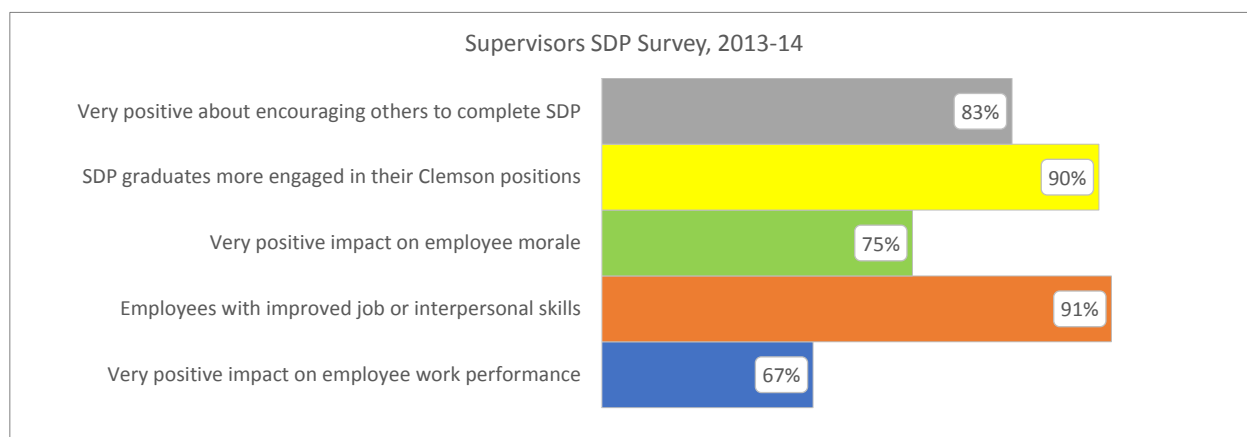
*"Through professional development I attained a new role in my department..."*

*"I am better prepared to help faculty and students."*



## SDP Value to Supervisors

Supervisors of the 2013-14 SDP graduates were asked how the SDP affected their employee's engagement with their job and the university, and their job and interpersonal skills. Ten to 12 supervisors completed the survey.



### What supervisors said about the SDP:

*"There are very little opportunities in professional or personal development in the same job. The only way to improve your income is to bid on other jobs. With SDP or other programs the employee becomes productive and should be compensated."*

*"Really helped employee's organizational skills and awareness of contributions to department."*

*"My experience with the SDP is very positive with two employees completing and one leaving Clemson for better paying job. All three had a positive experience and received knowledge of job and relationships that will last a lifetime."*

*"The Staff Development Program is an excellent opportunity to engage staff with the university as well as with their own personal and professional development."*

The Clemson University Staff Development Program (SDP) offers Clemson University staff an opportunity to grow professionally and personally by participating in employment-related education and training, campus and community service, and activities of personal interest. Annual progress evaluations, year-end graduate and supervisor's surveys are administered to help program administrators determine the impact of the program and assist in the accountability process.

No two participant SDP programs are the same because each employee is different. Participants design their own programs, which are reviewed and approved by a selection committee. The SDP requires participants to complete 150 contact hours of work, including 74 hours of professional development, 26 hours of personal development, 40 hours of university or community service, and 10 hours of core curriculum.

The SDP is administered by an all-volunteer Steering Committee. Administrative support is shared with the Staff Senate. For more information and program details, see: <http://www.clemson.edu/faculty-staff/sdp/>.